

PROCUREMENT PROCESS SUPPORT DIRECTORATE (DSCR-BP)

MISSION:

Acts as the principal authoritative advisor and assistant to the Commander on all procurement matters and related activities. Also acts as the liaison between the HQ DLA and the DSCR procurement workforce for research and/or analysis of the procurement process. Serves as the Center's initial focal point for all external and higher level procurement issues. Interprets procurement policy, regulatory guidance, and initiatives, and implements local policies and procedures. Acts as the principal advisor on cost and price issues. Center focal point for procurement strategic planning. Responsible for assignment of procurement personnel from directorates to fill HQ DLA and other external procurement project assignments. Responsible for the execution of acquisition workforce training and DAWIA qualification and certification. Approval authority for all acquisition training waivers or referrals. Directs the warranting of contracting officers and oversees recognition and disciplinary actions as they relate to the individual discharge of warranted authority. Directs the DSCR training program for entry level acquisition employees. Functions as 1101 Qualification Program Manager. Acts as the Commander's designated representative in the oversight of procurement processes to insure compliance with regulatory requirements, quality, and sound business decisions are demonstrated. Final approval authority, as delegated by the Commander, over all procurement business decisions and contract awards at all center management levels. Serves as senior procurement representative for all Budget related issues. Responsible for DSCR's competition initiatives, competition goals, and efforts to achieve such goals. Participates with other offices/directorates in the identification and implementation of acquisition and electronic commerce initiatives to improve customer service. Responsible for providing systems support for all functional BSM procurement systems and other procurement interfacing systems to include development and training. Responsible for the design, test and build of new procurement software/systems and preparation of unique request for development of Procurement functional requirements for systems programming. Provides Special Project management for specific projects that are either new to the ICP or that require intense management and planning in the initial stages.

CONTRACT REVIEW & PRICING DIVISION (DSCR-BPP)

MISSION/FUNCTION:

1. Is responsible for ensuring compliance with Federal, DOD, Agency and locally developed acquisition policy and procedures, technical review of acquisitions, cost and price analysis of contractor proposals, post award reviews of awards, resolution of acquisition problems, management of the DAWIA certification requirements and coordination of acquisition management function which contribute to the overall quality within the Center.
2. Directs a highly technical and diverse acquisition segments involving cost and price analysis and follow-on support on complex acquisitions, workforce development, and oversight of regulatory and statutory compliance in support of in support of DSCR's acquisition initiatives.

3. The senior advisor to the Director on matters of procurement oversight, professional development, competition and pricing and analysis of acquisition data serving as the authoritative source of information and expertise for the complete range of actions and policy with in the Directorate.
4. Is responsible for providing expertise and specialized support on all procurement related issues, plans, reports and metrics.

CONTRACT REVIEW BRANCH (DSCR-BPPC)

MISSION/FUNCTION:

1. Evaluates proposed actions to assure that:
 - a. Proposed acquisition actions are in the best interest of the government.
 - b. Uniform application is made of contracting regulations, policies, and procedures within the office.
 - c. Optimum method of contracting (e.g., sealed bid or negotiated, contract type) is utilized.
 - d. Proposed terms to be included in the contract are in accordance with applicable laws and regulations and that unnecessary, nonapplicable, or repetitive provisions are eliminated.
 - e. Problems arising during the course of contracting are properly resolved.
 - f. The entire contracting data package is adequate and all applicable clearances have been obtained.
2. Reviews acquisition plans prior to submission to the approving authority.
3. Reviews and recommends awards of selected proposed contracts.
4. Studies and evaluates application of contracting policies as applied to individual contracts.
5. Reviews large and small contracting actions (preaward and postaward) not previously reviewed and conducts remedial buyer training when appropriate. In addition, recommends corrective action be taken on the contracts, as appropriate.
6. Evaluates requests for waivers from requirements for contractors to submit certified cost or pricing data in accordance with DOD FAR/DFARS/DLAR 15.804-3 and 15.804-6.
7. Processes Contract Announcements for all contracts of \$5 million and over.
8. Reviews requests for authority to enter into letter contracts.
9. Reviews requests for waivers for HQ DLA preaward contract reviews.
10. Recommends formulation or revision of procedures and methods designed to enhance acquisitions and logistic support to the military services and other customers.
11. Reviews, tests, and evaluates the effectiveness of the internal control processes and administrative/technical controls established by director to prevent fraud, waste, abuse, and mismanagement in contracting.
12. Prepares appointment, suspension, and termination of appointment of Contracting Officers, contracting officer's representatives and imprest fund cashiers. Maintains records of appointments and provides annual reports to HQ DLA.
13. Conducts presolicitation reviews on competitive solicitations in which evaluation of offers will be based on factors other than cost or price alone.

14. Serves as a standing member responsible for recording minutes of Acquisition Review Panel meetings.
15. In conjunction with DLA Center Senior Procurement Official policy, maintains Contract Management Plan, Center Contracting Officer Program, and a Contracting Officer Review Program.

PRICING BRANCH (DSCR-BPPP)

MISSION/FUNCTION:

1. Conducts cost and/or price analyses of bids or proposals for evaluating the reasonableness of the contract price proposed, adequacy of the data submitted, and preparation of a comprehensive recommendation concerning negotiation objectives for cost/profit or price.
2. Analyzes financial and other related statements and notifies the contracting officer of the requirement for and nature of additional financial statements or information; as requested, obtains/prepares analyses of proposed contractor's financial condition, obtaining additional financial data as needed for the review.
3. Acts in an advisory capacity on cost, price, and financial matters in the course of attending prenegotiation objective briefings and contract negotiations, and in the planning and administration of contracting actions.
4. Furnishes advice in connection with claims and the analysis of profit and loss on other government contracts which might have a bearing on the claim in question.
5. Maintains information on historical and projected labor rates and price indices, and prepares and furnishes pricing and price trend reports, market statistics, or specific cost or pricing studies as required.
6. Provides assistance in the preparation of solicitations in determining the procedures involving price evaluation and contract repricing (e.g., incentive and Economic Price Adjustment provisions) which will govern, and are to be included in, the solicitation.
7. Assists the contracting officers, as required, in the processing of claims by the government against contractors.
8. Accomplishes liaison involving DCAA, contractors, DCMCs and other contract administration activities, HQ DLA, and the contracting officer in all matters involving cost/pricing of financial data, including obtaining necessary data and field pricing/audit assistance.
9. Furnishes appropriate input to the contracting officer upon conclusion of negotiations, for inclusion in the Price Negotiation Memorandum.
10. Utilizes statistical analytical techniques in cost and/or price and financial analyses, where appropriate, and provides technical advice as requested concerning availability and use of computerized analytical techniques and cost evaluation models.
11. Tracks, monitors, and prepares reports on the status of contract audits.
12. Performs in-depth price reviews on small purchase procurements forwarded by purchasing agents.
13. Performs postaward price analyses on procurements identified by postaward reviews, including awards identified by the F-108 Price Variance Report and similar automated reports.

14. Performs postaward price analyses of purchases identified on a selective sampling basis.
15. Performs price validation reviews on national stock numbered items identified by Planning and Resource Management.
16. Seeks voluntary refunds, price reductions and/or repayment, as appropriate, when overpricing is identified.
17. Identifies instances of repetitive contractor overpricing, and issues recommendations, as appropriate, including termination/cancellation, removal from automated purchasing systems and suspension/debarment.
18. Prepares government price objectives in connection with preaward pricing reviews and postaward reviews.
19. Maintains a program of review for selected items to identify adequacy of price reasonableness determination documentation. Recommends or conducts training for buying personnel, as required.

ACQUISITION WORKFORCE DEVELOPMENT BRANCH (DSCR-BPPA)

MISSION/FUNCTION:

1. Maintains records of mandatory Defense Acquisition Workforce Improvement Act (DAWIA) training requirements for acquisition personnel. Exercises final approval authority over deferral or non-attendance of acquisition personnel.
2. Provides technical guidance and program management in career development for the procurement mission of the center.
3. Manages the DAWIA certification and intern programs in procurement.
4. Responsible for the Procurement-Entry level and Cooperative Education Program Training Programs, per DLA Program of Instruction, which involves the recruitment of qualified external and internal personnel. Training consists of formal, mandatory classroom training, on-the-job training, and cross training.
5. Responsible for the Supply Entry Level, per DLA Program of Instruction, which involves the recruitment of qualified external and internal personnel. Training consists of formal, mandatory classroom training, on-the-job training, and cross training.
6. Coordinates identification and development of courses/instructions to satisfy the specialized commodity and on-the-job training needs of acquisition personnel.
7. Supports DAWIA requirements as they apply to procurement functions.
8. Serves as primary POC for DAWIA training issues.
9. Maintains database for acquisition training records.
10. Develops training to augment mandatory DAWIA courses.
11. Manages the intern program in Supply.
12. Represents the Command on DAWIA issues at HQ DLA level to ensure that issues directly related to the center are properly communicated and addressed.
13. Coordinates with the other centers to ensure there is consistency in the basic knowledge and skills in the contracting and supply community.
14. Processes and files applications on all contracting officers to ensure they meet qualification requirements to hold a warrant at the appropriate dollar value.

15. Conducts spot checks for performance on contracting officers to ensure the integrity of the acquisition process.
16. Identifies and provides extended On-the-Job-Training to further develop the knowledge and skills required for the contract specialist and inventory management specialist to perform more complex acquisitions.
17. Monitors intern performance bi-weekly and identifies immediate training needs or any problem areas early in the process in order to take corrective action as soon as possible.
18. Participates in the recruitment and selection process by visiting high schools, colleges and universities to recruit new hires for Contracting and Supply and sits on selection panels as functional experts to ensure the best candidates are selected for the job.
19. Develops an implementation plan and procedures on the establishment of Co-Op Programs with high schools/colleges as a means of recruiting contracting/supply interns.
20. Identifies and provides training for using new systems.
21. Serves as functional supervisors for the DLA Corporate Intern Programs for Contracting and Supply.
22. Coordinates with DTC on issues related to the DLA Corporate Intern Program for Contracting and Supply.
23. Serves as the center POC for the DLA Corporate Intern Program for Contracting and Supply.
24. Provides functional training to the existing workforce for Contracting and Supply.
25. Develops and updates training modules for Contracting and Supply.
26. Responsible for the coordination of cross training for the DLA Interns in Contracting and Supply.
27. Provides training on new policies and procedures, initiatives and regulatory changes for Contracting and Supply.
28. Responsible for planning and coordination of Acquisition and Logistics Reform Day activities.
29. Conducts Procurement Contracting Offices Seminars.
30. Coordinate with DOD/DLA training activities to research, develop and modify training materials and design training modules for the development of new course material.
31. Coordinate and make recommendations on the OJT/Permanent assignments of Local Trainees/DLA Interns/CO-OPs for Contracting and Supply.
32. Responsible for implementation and oversight of good contracting practices and procedures and the development of contracting professionals, the logical administrator of the contracting intern program is the Chief of the Contracting Office.
33. Insuring contracting interns obtain the correct training in the critical decision making process of the contracting profession go a great way towards allowing the CCO to insure the quality of processes and decisions in the overall contracting activity.

SYSTEMS & PROCEDURES DIVISION (DSCR-BPS)

MISSION/FUNCTION:

1. Provides consolidated Policy, Procedure and functional Systems Support and Oversight for all Legacy (SAMMS, DPACS, PACE, SPEDE, POPS, IQS, Procurement Gateway, ECF, etc), current BSM (DPACS, DIBBS, PACE, SAP, ECF, etc) future BSM (eProcurement) applications, procurement processes and electronic commerce.

2. Provides policy and procedural support to the Acquisition Workforce on Questions and Interpretations of Statutory, Regulatory, and Higher Level Guidance.
3. Assists in the preparation of Unique Requests for and development of functional requirements for systems programming.
4. Provides Special Project management for specific projects that are either new to the ICP or that require intense management and planning initially.
5. Responsible for assisting with the design, build, and testing of the final BSM procurement system (eProcurement).

SYSTEMS & PROCEDURES BRANCHES I, II III, IV (DSCR-BPSA, DSCR-BPSB, DSCR-BPSC, DSCR-BPSD)

MISSION/FUNCTION:

1. Designs, tests and builds a procurement software suite capturing all the procurement processes from the legacy and current BSM systems.
2. Provides consolidated Policy, Procedure, Functional Systems Support and Oversight for Legacy Procurement Systems.
3. Assists in the preparation of Unique Requests for and development of functional requirements for systems programming.
4. Administers the development of and publishes implementation of DOD, DLA, DSCR, and intra-office policies and procedures.
5. Coordinates with the military services on policy matters pertaining to Military Interdepartmental Procurement Requests (MIPRs).
6. Administers center implementation of the DOD Coordinated Contracting Program; develops coordinated contracting criteria and procedures; evaluates effectiveness of program implementation and recommends coordinated contracting assignments or reassignments to DLA.
7. Develops contracting aspects of DLA and DOD logistics plans, excluding Industrial Preparedness Planning as they apply to the center.
8. Processes Freedom of Information Act (FOIA) requests.
9. Coordinates and consolidates office responses to inquiries and reports including Congressional inquiries, GAO, DOD Inspector General Reports, Hotline, Fraud, Waste, and Abuse except pricing, and other reviews such as Acquisition Management Reviews. Monitors implementation of follow-up actions.
10. Assesses the impact of proposed legislation on matters affecting center contracting policies and operations. Recommends center position on proposed legislation and policy directives impacting on contracting operations.
11. Administers the program to standardize contract clauses and operating procedures at the center.
12. Issues and maintains a record of delegations of authority for center contracting activities.
13. Serves as the center focal point for implementation of contracting aspects of international acquisition including statutory restrictions, FMS offset programs, and Reciprocal Contracting Agreements. Reviews item selections in support of these programs and institutes changes as appropriate. Maintains liaison with HQ DLA for these programs and with foreign country

representatives relative to purchase of DLA items. Reviews requests to make foreign purchases as exceptions to the Buy American Act, Balance of Payments Program, and Appropriation Act Restrictions.

14. Coordinates with DCMA activities for resolution of contract administration problems not pertaining to individual contracts.
15. Provides technical assistance to the contracting officer and the director in evaluation of supplier's protest to the GAO. Analyzes, initiates, and develops guidance to center contracting personnel based on GAO decisions.
16. Reviews environmental, ecological, and pollution standards and laws affecting the contracting process and develops implementing contracting policy and procedures where appropriate. Serves as the office focal point for contracting matters having environmental considerations.
17. Performs continuous investigation and analysis of contracting methodology and world market toward the formulation of more viable and economical contracting methods of supporting the military services and federal agencies.
18. Serves as technical consultant and advisor on contracting matters and represents the director in contacts with office and center staff elements and with higher echelons. Attends briefings and planning conferences to discuss contracting policy requirements, to advise on controversial contracting policy matters of DLA-wide or DOD-wide significance, and participates in planning for anticipated, planned, or approved changes in contracting missions, objectives, and concepts.
19. Negotiates with key officials at all echelons to "sell" or obtain concurrences in major representations. Serves as liaison and coordinator for specially designated programs of particular interest to the Director, DLA.
20. Assists in the implementation of DOD, DLA, and intra-office contracting policies and procedures.
21. Prepares requests for exemptions and for deviations from FAR, DLAR, DLA Contact Letters, etc., when appropriate.
22. Takes action to modify contracting procedures based on contract reviews.
23. Liaison between center and HQ DLA, and other external procurement and non-procurement activities, in all procurement policy and procedure issues.
24. Identifies and analyzes impact of new procurement initiatives and policies. Monitors the initiatives to validate desired results and make appropriate changes as necessary.
25. Liaison between center and HQ DLA, and other external procurement and non-procurement activities, in all procurement administrative issues.
26. Conducts studies, performs analyses, and recommends solutions to procurement problems with assistance of Planning and Resource Management.
27. Acts as the point of coordination for the director when dealing with Planning and Resource Management on data calls, statistics, etc.
28. Coordinates and develops procurement performance plan to support DSCR Strategic Plan.
29. Performs strategic planning for center's procurement function.
30. Coordinates and manages functional Quality initiatives as they relate to the procurement workforce.
31. Monitors contracting performance statistics, as published by Planning and Resource Management, to identify negative trends; performs analysis to identify corrective measures.

32. Assigns procurement personnel from the ICP operating elements to work HQ DLA and other procurement project assignments.
33. Center initial point of contact for all procurement correspondence and issues; retains action or assigns to the appropriate office for action; maintains system to track actions until complete.
34. Participates with other offices in the identification and implementation of procurement and electronic commerce initiatives.
35. Participates in briefings and planning conferences with other offices and HQ DLA to discuss impact of changes in procurement mission, goals and objectives.
36. Serves as liaison and coordinator for special briefings, conferences, and workshops of interest to the office. Responsible for overseeing protocol issues for such activities.
37. Provides consolidated Policy, Procedure, Functional Systems Support and Oversight for BSM Procurement Systems.
38. Assists in the development of functional requirements for procurement systems programming, Knowledge Transfer and Training requirements.
39. Assists with cutover/conversion activities in support of new users to the BSM system.
40. Supports BSM, Electronic Commerce, DPACS, DLA DIBBS, PACE, SAP ,WAWF, and other web-based applications.
41. Supports Legacy DPACS, ABVS, Electronic Commerce, WAWF, SPEDE, POPS, IQS, Auto-Phase Delivery Orders, Auto –IDPO process, ALERTS, DI Over-procurements,Procurement Gateway, LTC Database, ELLIS and other web-based applications.
42. Assists with the implementation of PPIRS.

